

R430-70-13. PARENT NOTIFICATION AND CHILD SECURITY.

- (1) The provider shall post a copy of the Department's child care guide in the center for parents' review during business hours.

Rationale / Explanation

The purpose of this rule is to inform parents of the existence of child care licensing regulations, and how they can contact the Department if they have a complaint regarding a licensing violation in a regulated child care facility. CFOC, pgs. 376-377 Standard 8.077

Enforcement

In order for the child care guide to be posted where parents can review it, it must be posted in an area parents can see as they come and go.

Always Level 3 Noncompliance.

- (2) Parents shall have access to the facility and their child's classroom at all times their child is in care.

Rationale / Explanation

Allowing parents unrestricted access to the facility and their child's classroom at all times is one of the most important methods of preventing abuse and inappropriate discipline. When access is restricted, areas observable by parents may not reflect the care children actually receive on a day-to-day basis. CFOC, pgs. 67-68 Standard 2.046; pgs. 376-377 Standard 8.077

Enforcement

If a facility's door is locked for security reasons and parents must ring a doorbell for someone inside to come and let them in, there must always be someone at the front desk or in the entry area at all times to immediately let parents into the facility. If there are periods when the front desk or entry area are not staffed, so that parents have to wait for someone to come and let them in, the program is not in compliance with this rule. An alternative would be for the facility to lock their door with a coded key pad, and give parents a code that lets them enter the door.

Always Level 3 Noncompliance.

- (3) The provider shall ensure the following procedures are followed when children arrive at the facility or leave the facility:
- (a) Each child must be signed in and out of the facility by the person dropping the child off and picking the child up, including the date and time the child arrives or leaves.
 - (b) Children may sign themselves in and out of the program only with written permission from the parent.

Rationale / Explanation

Proper departure procedures and identification are necessary to prevent unauthorized individuals from taking a child from the facility. CFOC, pg. 349 Standards 8.028, 8.029

Keeping accurate records of arrivals and departures is critical to establishing what children are in care at the

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facility at any given time, and how many caregivers are needed. CFOC, pg. 350 Standard 8.030

Enforcement

Programs who use an electronic computer system which requires parents to use an identification code to sign children in and out meet the intent of this rule.

Level 1 Noncompliance: If the program does not have a sign-in or sign-out procedure, or parent written permission for children who sign themselves in and out of the program.

Level 3 Noncompliance otherwise.

- (3) The provider shall ensure the following procedures are followed when children arrive at the facility or leave the facility:**
- (c) Persons signing children into the facility shall use identifiers, such as a signature, initials, or electronic code.**
 - (d) Persons signing children out of the facility shall use identifiers, such as a signature, initials, or electronic code, and shall have photo identification if they are unknown to the provider.**

Rationale / Explanation

Proper departure procedures and identification are necessary to prevent unauthorized individuals from taking a child from the facility. CFOC, pg. 349 Standards 8.028, 8.029

Keeping accurate records of arrivals and departures is critical to establishing what children are in care at the facility at any given time, and how many caregivers are needed. CFOC, pg. 350 Standard 8.030

Enforcement

Programs who use an electronic computer system which requires parents to use an identification code to sign children in and out meet the intent of this rule.

Level 1 Noncompliance:

- *If a program's failure to follow these procedures results in:*
 - *a lost child*
 - *a child being left on an off-site activity*
 - *a child being left unattended in a vehicle*
 - *a child being left at the facility after program closes*
 - *harm to a child*

Always Level 2 Noncompliance.

- (3) The provider shall ensure the following procedures are followed when children arrive at the facility or leave the facility:**
- (e) Only parents or persons with written authorization from the parent may take any child from the facility. In an emergency, the provider may accept verbal authorization if the provider can confirm the identity of the person giving the verbal authorization and the identity of the person picking up the child.**

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Keeping accurate records of arrivals and departures is critical to establishing what children are in care at the facility at any given time, and how many caregivers are needed. CFOC, pg. 350 Standard 8.030

Enforcement

Programs who use an electronic computer system which requires parents to use an identification code to sign children in and out meet the intent of this rule.

Level 1 Noncompliance: If an unauthorized person is allowed to take a child from the facility.

Level 3 Noncompliance otherwise.

- (4) The provider shall give parents a written report of every incident, accident, or injury involving their child on the day of occurrence. The caregivers involved, the program director or director designee, and the person picking the child up shall sign the report on the day of occurrence. If the child signs him or herself out of the program, a copy of the report shall be mailed to the parent.**

Rationale / Explanation

The purpose of this rule is to ensure that parents are informed of every incident involving their child. This is important to protect both the provider and the child. Without an injury report, parents may not know to watch their child for possible harm that may turn out to be more serious than was immediately apparent. For example, a child may seem okay after a fall, but may actually have a concussion. Incident reports can also allow providers to recognize injury patterns and possible abuse to a child. CFOC, pgs. 369-370 Standard 8.062

Enforcement

Examples of incidents that parents should receive a written report for include: any injury involving their child, forgetting to pick a child up after school, children getting into a fight that results in injury, a serious discipline problem involving their child, or a child escaping from the facility without adult supervision.

If the person picking up a child refuses to sign or take the incident report, the program will not be found out of compliance with this rule, provided they can demonstrate that they have an effective process in place to get same-day signatures on reports, and have made a good faith effort to follow that process.

If the parent does not pick up the child (for example, if the provider dropped the child off at school and the parent picked the child up at school), the provider may get the parent signature and give the parent a copy of the report the next the parent is at the program.

Always Level 3 Noncompliance.

- (5) If a child is injured and the injury appears serious but not life threatening, the provider shall contact the parent immediately, in addition to giving the parent a written report of the injury.**

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Rationale / Explanation

The purpose of this rule is to ensure that parents are informed of and can make decisions regarding the care of their child after a serious injury.

Enforcement

If the parent is notified verbally, but not given a written report, use (4) above, not this rule.

Always Level 1 Noncompliance.

- (6) In the case of a life threatening injury to a child, or an injury that poses a threat of the loss of vision, hearing, or a limb, the provider shall contact emergency personnel immediately, before contacting the parent. If the parent cannot be reached after emergency personnel have been contacted, the provider shall attempt to contact the child's emergency contact person.**

Rationale / Explanation

A delay in contacting emergency personnel in the case of a life threatening injury could result in permanent disability or death. This is why emergency personnel must be contacted before anyone else when a child has a potentially life threatening injury. CFOC, pg. 424 Appendix N

Enforcement

Always Level 1 Noncompliance.